



Checklist
For Minor Plan Review (\$135 Review Fee)
Of Existing Septic System

The checklist helps ensure all necessary documents are available to complete the review. The purpose of a review is to determine if a new structure or alteration to an existing structure may utilize the existing septic system.

INCORRECT OR INCOMPLETE REVIEW PACKETS WILL NOT BE ACCEPTED FOR SUBMITTAL

- _____ Completed General Application for review
- _____ **Sewer Availability required for every application.** See attached sewer determination sheet.
- _____ Copy of existing permit or permit number **(If permit is not on file with Maricopa County Environmental Services, contact: State Records Center at 602-542-3741.)**
- _____ Two (2) site plans at a scale of 1"=30', 1"=20', or 1"=10'
Site plans shall include:
 - _____ Property dimensions
 - _____ All setback requirements
 - _____ Location of any wells or waterlines
 - _____ Any easements
 - _____ Location of driveway(s)
 - _____ Location and capacity of existing septic tank and disposal field, including reserve disposal area
- _____ One (1) floor plan of existing structure
- _____ One (1) floor plan indicating the addition
- _____ One (1) official recorded deed, including legal description
- _____ Tank pumping receipt, with capacity, tank dimensions, liquid depth, and condition of tank
- _____ Fees: \$135. Cash or check only

Applicant Signature _____ Date _____

SEWER DETERMINATION

THE OWNER OR PERSON REQUESTING TO INSTALL AN ONSITE SYSTEM MUST DETERMINE THE LOCATION OF THE NEAREST SEWER TAP TO THE PROPERTY. ARIZONA ADMINISTRATIVE CODE R18-9-A309.A.5 SETS REQUIREMENTS FOR HOOK-UP TO SANITARY SEWER.

"A PERSON...SHALL CONNECT TO A SEWAGE COLLECTION SYSTEM IF:

...B. A SEWER SERVICE LINE EXTENSION IS AVAILABLE AT THE PROPERTY BOUNDARY AND BOTH OF THE FOLLOWING APPLY:

- I. THE SERVICE CONNECTION FEE IS NOT MORE THAN \$6000 FOR A DWELLING... AND
- II. THE COST OF CONSTRUCTING THE BUILDING SEWER FROM THE WASTEWATER SOURCE TO THE SERVICE CONNECTION IS NOT MORE THAN \$3000 FOR A DWELLING...."

MARICOPA COUNTY PROVIDES THE PHONE NUMBERS BELOW TO BEGIN YOUR SEARCH. SOME MUNICIPALITIES MAY HAVE MORE STRINGENT REQUIREMENTS AND WILL REQUIRE CONNECTION TO CITY SEWER. A STATEMENT INDICATING THE AVAILABILITY OF THE SEWER IS NEEDED PRIOR TO ANY SUBMITTAL TO THE ENVIRONMENTAL SERVICES DEPARTMENT.

AVONDALE	623-478-3330	www.ci.avondale.az.us
BUCKEYE	623-386-2487	www.buckeyeaz.gov
CAVE CREEK	480-488-1400	www.cavecreek.org
CHANDLER	480-782-3800	www.chandleraz.gov
CAREFREE	480-488-3638	www.carefree.org
EL MIRAGE	623-933-8318	www.cityofelmirage.org
GILBERT	480-503-6000	www.ci.gilbert.az.us
GLENDALE	623-930-2000	www.ci.glendale.az.us
GOODYEAR	623-932-1637	www.ci.goodyear.az.us
MESA	480-644-4273	www.cityofmesa.org
PARADISE VALLEY	480-348-3528	www.ci.paradise-valley.az.us
PEORIA	623-773-7210	www.peoriaaz.com
PHOENIX	602-262-6551	www.ci.phoenix.az.us
QUEEN CREEK	480-987-0496	www.queencreek.org
SCOTTSDALE	480-312-2356	www.ci.scottsdale.az.us
SURPRISE	623-583-0947	www.surpriseaz.com
TEMPE	480-350-8341	www.tempe.gov
TOLLESON	623-936-7141	www.tollesonaz.org

MARICOPA COUNTY ENVIRONMENTAL SERVICES MAKES EVERY ATTEMPT TO PROVIDE ACCURATE INFORMATION. PHONE NUMBERS MAY CHANGE WITHOUT OUR KNOWLEDGE.

Maricopa County Environmental Services Department
Water & Waste Management Division
(Delegated Authority for ADEQ)
1001 N Central Ave, Suite 150
Phoenix, AZ 85004
Phone: (602) 506-6666
Fax: (602) 506 6925



GENERAL APPLICATION FOR AN ONSITE WASTEWATER TREATMENT FACILITY

The undersigned hereby requests that MCESD/Water and Waste Management Division conduct the appropriate review or inspection for the procedure selected below for the site named and supplies the undersigned with the associated results.

(Check one): ☐ Site Investigation--\$325 per visit
☐ Site and Test Hole Inspection--\$325 per visit
☐ Misc. Review/Reconnect Plan Review, existing permit # _____--\$135
☐ Septic System Abandonment/Closure--\$175 inspection fee

Site Information

Property Address: _____ Maricopa County, AZ _____
If no address has been assigned, leave blank Street Name and Number City (if applicable)
Cross Streets _____ Parcel Number _____ - _____ - _____

Subdivision Name (if applicable): _____ Lot#(s) _____

Legal Description: Section _____ Township _____ Range _____ Acreage _____

Sewer (circle one) **IS / IS NOT** available within 400'
from the property.

Identified as (check one):

☐ Single Family Residence

☐ Commercial

Type of Establishment: _____

Maximum number of users: _____
(Customers, employees, members, etc.)

Water Service will be provided by (check all that apply):

☐ Water Company—Name _____

☐ Existing Well ID Number: _____

Shared? Yes ☐ No ☐

☐ Proposed/Future Well Shared? Yes ☐ No ☐

☐ Holding Tank

MC P/D Tracking # B _____

Site Code: _____

For a Review/Reconnect, indicate reason for request:

Owner and Agent Information

Property Owner Name: _____

Complete Mailing Address: _____ Zip Code: _____

Owner's Phone: _____ Owner's Fax: _____

Applicant/Agent Name: _____ Attention: _____

Complete Mailing Address: _____ Zip Code: _____

Phone: _____ Fax: _____

Mobile: _____

Applicant Signature

I, the undersigned, do hereby agree to assume complete responsibility for full compliance with all applicable statutes, rules and regulations for the work requested. Safety is the property owner (or agents) responsibility, but they must also provide access for the inspection. Request for the inspection may be called in on the Inspection Request Line at 602-506-6666, option 1 then option 5, then option 3. All notification of completed procedures will be done through facsimile or mail. Per Maricopa County Health Code, this application will expire: a) one year from date of application, or b) one year from Phase I site plan approval.

Signature: _____ Date: _____

For Office Use Only

Amount: \$ _____ Date Issued _____ Issue Status _____ By: _____ Expiration Date: _____

(Permit / File #)